

ADMINISTRATIVE - INTERNAL USE ONLY

Memo for record

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Insurance Branch
915 Ames

EXTENSION

NO.

DATE

27 April 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD
2. C/BSD
3. DD/Pers/SP
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- and I met with an ODP representative regarding our automation requirements for bookkeeping and claims. Attached is a memorandum for the record briefly outlining the results of that meeting. We have now touched base with Finance, Audit Staff, and ODP regarding these requirements. You will recall that neither the Audit Staff nor Office of Finance would be able to assist us in this area. Preliminary indications from ODP are that they would be willing to go along with our obtaining the services of an outside contractor to conduct an initial review of our operations. We plan to have followup contacts with ODP in the near future on this subject.

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27 April 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Automation Review of Accounting and Claims Procedures

STAT On 26 April 1983, [] of the Office of Data
STAT Processing, Systems Development met with C and DC/IB to discuss our
requirements for a financial analysis and automation study of IB Claims
and bookkeeping. [] will be responsible for drafting a
response to Mr. Glerum's request for assistance in this regard. He
appeared to agree that given our time constraints and current staff
employee resources that an outside contractor would be the most efficient
approach. He also opined that ODP would be able to assist in monitoring
and review and made the following specific suggestions:

1. That we begin preparing a proposal delineating the area to be covered.
2. That we consider what type of personnel support IB could provide - near full time guidance of senior bookkeeper, a clerk-typist and word processor.
3. That we consider the accounting and claims studies as separate entities.

STAT We anticipate that [] will be in touch with us in the
STAT near future for any followup information required prior to his completing his response.



Sent to: OC/ASD
C/ASD

DD/Pen/SP

Copy to: OP/ASD Control officer

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